



# **TRANSFER OPPORTUNITY** **FOR STATE EMPLOYEES**



## **DEPARTMENT OF INDUSTRIAL RELATIONS** **Occupational Safety and Health**

### ***Office Technician (Typing)*** ***Oakland***

**Position:** Office Technician (Typing)  
\$2510-\$3050 per month

**Location:** Oakland

**Duties:** Under the supervision of the District Manager, the Office Technician (Typing), functions as the lead clerical person, assigning work, checking completed work and training new clerical employees. Performs all IMIS operations for seven field engineers. Types and processes citations, memoranda and general correspondence. Handles attendance/patrol for ten persons. Handles all phone calls and answers questions related to routine matters and procedures. Coordinates scheduling and work calendar. Maintains all files for mining, tunneling and correspondence. Performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

DOSH Headquarters  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention:** Minnie Murella  
Telephone: (510) 286-6871

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

**Submit Application By: April 28 2006.** Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.